



276 FOURTH AVENUE
CHULA VISTA, CA 91910

Senior Engineering Technician

RECRUITMENT NUMBER: 06605904

SALARY: \$4,627.30 - \$5,624.53 / MONTHLY

FILING DEADLINE: 5 PM, TUESDAY, JUNE 27, 2006

SUPPLEMENTAL APPLICATION FORM REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

This is the advanced journey level class in the Engineering Technician series. Incumbents perform the most difficult and responsible types of duties assigned to classes within this series including lead responsibilities for traffic control plan review, and implementation of development impact fee programs. Incumbents provide technical and functional guidance over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Provide complex technical and paraprofessional engineering support; work in the field or office; coordinate specific projects and studies; provide support to engineering project managers in the planning, design and construction management of assigned projects including providing information to contractors, developers and the general public; assist with the formation, revisions, waivers, annual updates, reports and record keeping for Development Impact Fees, Open Space Districts and Assessment Districts using automated systems; administer developer agreements relating to Development Impact Fees; implement and monitor the City's Development Impact Fee ordinances; reconcile and monitor Developer Impact Fee prepayment schedule; assist in modifying and maintain developer payment agreement terms; set up, adjust, maintain, and monitor individual Permit-Plus-linked trust accounts for tracking Developer Impact Fee credits; work with City's special tax consultants for Community Facilities District funded credits; collect fees for Reimbursement Districts and Engineering; maintain trust accounts; assist in review of assessment district contracts and audit invoices submitted for payment; process staff-time reimbursements for open space and assessment district projects and bond releases.

Assist in the preparation and/or review of preliminary and final engineering plans and specifications for the construction and/or improvement of storm drains, street, sanitary sewers, and related structures; review property development and site plans; prepare specifications and cost estimates for CIP projects; assist in investigation of engineering problems; write reports and make recommendations; inspect building plot plans for compliance with the City Code; make plan layouts, details, and drawings; process or oversee the processing of engineering permits; inspect and/or oversee the inspection of the construction of public works facilities; ensure contractor compliance with various government requirements; provide information to contractors, developers, and the general public as required; answer any questions from contractors during the bidding phase; prepare documentation to council; review submittal from contractor; prepare engineering reports; communicate with construction inspection field personnel on progress; resolve any issues; oversee or perform materials testing; prepare routine drainage, sewage, street alignment, and location studies; prepare, check, and oversee the preparation of legal descriptions and grant deeds for easements and street rights-of-way; prepare preliminary and final cost estimates; write agenda statements and reports; investigate citizen complaints; prepare engineering drawings; perform engineering calculations; and determine the best scenario to construct capital improvement projects.

Review and approve traffic control plans submitted by contractors and utility companies; design and check the design of plans for traffic control submitted as part of the development and capital improvement projects; follow up on field investigation, inspection and correction of traffic control; review plans for completeness to ensure that signing and striping are appropriate for area or intersection; respond to citizen complaints/requests regarding vehicular and pedestrian traffic safety including traffic related issues on and around existing, new and future school campuses; develop solutions; conduct field review; participate in a lead role in implementing changes and/or corrections for safe traffic conditions around the city; receive and review citizen requests for additional street lighting; request permission from utility companies; process requests; review new development improvement plans to assure adequate and appropriate street lighting is provided according to City standards and Caltrans guidelines and procedures; investigate citizen complaints as related to assigned duties; provide information to the public; attend meetings on behalf of the City; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; and perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to an associate's degree in engineering, mathematics, drafting, surveying, computer science/CADD, or related field and/or three years of responsible experience in field survey, drafting, or related civil engineering work.

Knowledge, Skills and Abilities: Knowledge of: City Engineering policies and procedures related to the construction, design and maintenance of municipal systems and facilities; standards, standard drafting symbols, methods, practices, techniques and instruments used in engineering and mapping; basic principles and practices of civil engineering; applicable Federal, State and local laws, codes and regulations; operational characteristics of standard engineering equipment; English usage, spelling, grammar, and punctuation; computer equipment and software applications related to assignment. Ability to: analyze and interpret plans, specifications, survey notes, and various statistical data and graphs; use computer aided drafting and design systems, databases, GIS systems and other programs related to engineering design; understand, interpret and prepare legal descriptions, engineering reports and maps; review plans and documents for conformance with regulations; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; must possess sufficient strength, stamina, agility and dexterity to manipulate, operate, lift and carry objects, tools, and materials or equipment for field inspections, materials testing, surveying and office work. Must possess ability to: read and write reports, correspondence, and instructions; verbally communicate in person, over a radio or telephone; see in the normal vision range with or without correction; hear in the normal range with or without correction.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Application Form by 5:00 p.m., Tuesday, June 6, 2005. Applications submitted without a Supplemental Application Form will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).



Assigned Staff: Linette C. Abille, (619) 409-5926, labille@ci.chula-vista.ca.us • Revised: 06/02/2005
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

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